Toronto Metropolitan University | **Computing & Communications Services**
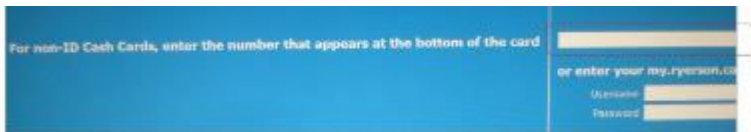
Using Self-Serve Release Station Computers

Step 1

Go to the second self-serve print release station computer in KHW-71 (KHW-71F-RS02).

Step 2

Enter the 10 digit number that appears at the bottom of the non-ID Cash Card.

Step 3

Click **Yes** to the "This card is not registered with the system. Would you like to associate it with your account?" prompt.

Step 4

Enter your my.torontomu username and password. Click **OK**.

Step 5

Click **OK** to the message: "Your card has been associated with your account. Press 'OK', then use your card to log in."

Step 6

Enter your my.torontomu username and password to print your documents.

CCS Help Desk
416.979.5000 ext.
556806
help@torontomu.ca

CCS Reception
LIB-B99
350 Victoria St., Toronto

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